

T. R. FORM NO. 26

[See Explanation I below T.R. 4.135 and T.R. 4.137]

D.D.O. Code _____ Bill No. _____ Date _____
Grant No. _____ Token/T.V. No. _____ Date _____
Head of Account Code _____

Bill for drawing charges relating to (a) Wages, (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j) Maintenance, (k) Minor works, (l) Materials and Supplies, (m) Other charges and (n) Secret Service Expenditure, etc.

Name of the Office : _____

Serial No. of Sub-Voucher	Description of charge	Authority for drawing the charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Amount (in Rs.)

Total Rupees _____
(In words)

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn in this bill. Vouchers for all sums above Rs. 500/- in amount are attached to this bill, I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work bills are annexed. Further certified that undisbursed amounts on bills drawn three months previous this date is being refunded by short drawal.

2. Certified that the articles detailed in the vouchers attached to the bill and in whose retained in my office have been accounted for in the Stock Register.
3. Certified that the purchases billed for have been received in good order, that their quantities correct, and their quality good, that the rates paid for are not in excess of the accepted rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments.

4. Certified that-

- (a) The expenditure on conveyance hire charges in this bill in terms of Rule 3 of Appendix II to the Bengal Financial Rules, was actually incurred, was unavoidable, and is within the scheduled scale of charges for the conveyance used, and
- (b) The Government employee concerned is not entitled to draw travel expenses under the ordinary rules for the journey, and does not and will not otherwise receive any special remuneration for the performance of the duty, which necessitated the journey.

5. Certified that all Group D employees whose pay has been charged in this bill were actually entertained in Government Service during the period concerned and amount drawn on bills one month previous to this date has been paid to the person concerned.

Allotment Received Rs. _____
Progressive Expenditure including this Bill Rs. _____
Balance Available Rs. _____

Signature and Designation of
Drawing & Disbursing Officer

Dated _____ 20__

Countersigned

Signature and Designation

(Countersignature will be necessary only when the D.D.O. has not the financial power to incur the charge. The officer countersigning the bill must be sure that he has the required financial power to sanction the expenditure. The countersignature will be treated as financial sanction.)

Pay Rs. _____ Rupees (in words) _____
_____ to _____ by Account Payee Cheque/by
transfer Credit to _____.
(Heads of account)

Bill Clerk

Accountant

Drawing & Disbursing Officer

Date _____ 20__
Station _____

For use in the Treasury

Pay Rs. _____ Rupees (in words) _____
_____ as per above endorsement

Examined and Entered.

Accountant/ J.A.O.

T.O./A.T.O./P.A.O./A.P.A.O.

For use in the Office of the Accountant General (Audit), West Bengal

Admitted Rs. _____

Objected Rs. _____ for reasons stated below:-

Dated _____ 20__ Auditor

S.O./A.A.O./Audit Officer

Note: The Drawing & Disbursing Officer will be responsible for any excess of expenditure over allotment of fund unless otherwise authorised by the Government and the amount will be recovered from his pay, allowance etc.